



PERMANENT POSITION

The Joburg City Theatres (JCT) an entity of the City of Johannesburg (COJ), operates Joburg Theatre (Braamfontein), Roodepoort Theatre and Soweto Theatre in order provide the integrated management of world class theatre venues and a high quality entertaining, innovative and inclusive programme which serves diverse communities.

Department: Soweto Theatre
Designation: Marketing Assistant
Ref: MA/ST/22
Salary: R24 119.71 per month (basic salary excluding benefits)

Key responsibilities will include, but not be limited to:

Implement all aspects of the theatre's day-to-day marketing activities which includes the effective distribution of marketing material, making sure that newspapers are brought daily and magazines are received advertising different theatre productions/shows. • Cut out all newspapers and magazine articles for immediate sharing and filling purposes. • Assist in ensuring that all promotional and branding material conforms to brand standards and guidelines. • Preparation of marketing schedules and spreadsheets and complying with deadlines for billboards, lift doors, magazines, foyer banners, newspapers and outside theatre branding boards. • Check that all leaflets/posters are well placed with correct dates and remove for recycling when show is over. • Responsible for assisting in the management of Public Relations/Publicity/Social Media/other service providers. • Assist in the management of stakeholder relations. • Assist in the development and distribution of marketing department. • Responsible for administration in the marketing department. • Assisting in the development and distribution of marketing and promotional material. • Date entry and analysis and keeping database up to date. • Helping conduct and collate findings from market research. • Writing targeted content for website/social media. • Contributing to internal reports/reporting on success by monitoring key metrics. • Creating content for social media channels. • Responding to marketing queries via phone, email or social media. • Keeping abreast of industry trends and compelling marketing campaigns. • Liaising and strengthening relationships with suppliers and clients.

Appointment Requirements:

- Grade 12 and Diploma and/or Degree (NQF Level 6) with experience in Marketing/PR/Advertising
- A minimum of two year experience in an entertaining environment

Core Competencies

- Good written and verbal communications in the English language;
- Willingness to work unsociable hours
- Willingness to be communicated with on WhatsApp

Interested persons are requested to send their cover letter and detailed CV, **quoting the relevant reference number** to Mr. Thomas Sadiki, The Human Resources Manager, Joburg City Theatres, via email to:

jobapplications2@joburgtheatre.com

Enquiries: (011) 877 6859 / 6931

PUBLICATION DATE: 23 JANUARY 2023

CLOSING DATE: 09 FEBRUARY 2023

All suitably qualified candidates are encouraged to apply and will be considered. Joburg City Theatres (JCT) applies the principles of employment equity as per the National Legislation and policy guidelines and will consider designated groups in line with these requirements.

PLEASE NOTE: By submitting your application for a position at JCT, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process. JCT reserves the right not to make an appointment. Applications must contain at least 2 referees. Late submissions and/or applications will not be considered. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

Only those applicants required for an interview will be contacted.